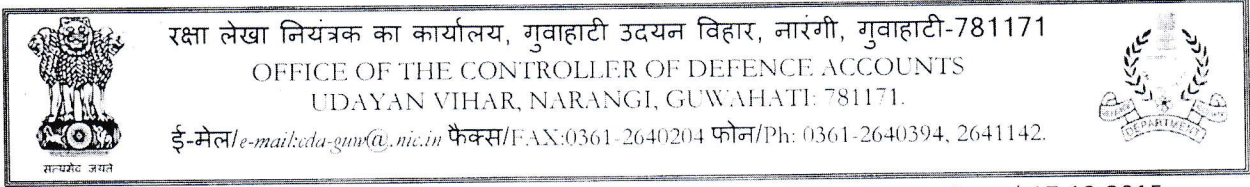


IMPORTANT CIRCULAR-71



No AN/V/SUB OFFICE/ BUILDING

Dated:17.12.2015

To

All Sub offices

Sub: Projection of requirement for basic amenities and maintenance of Building.

Of late it has been noticed that some of the sub-office's buildings are not getting timely repaired and do not have basic facilities also. During AO GE and LAO(A) conference held in this office, it was directed to all the Officer-in-charge to intimate regarding basic facilities which are not available to DAD Officers & staff being provided by executive authorities should be brought to the notice of Main office but very few offices have done so far.

On receipt of factual information, Main office, CDA Guwahati will take up the matter with the executive authorities regarding basic problems being faced by DAD Officers & staff relating to maintenance of office building, accommodation, drinking water, lights & electricity, mess facility etc which are not being provided by the executive authorities. It is, therefore, requested to furnish detailed particulars in prescribed format (enclosed) on priority basis within the time schedule so that problems being faced can be appraised to the executive authorities in forthcoming meetings with Corps Commander and necessary work can be done for smooth functioning of the sub-offices.

CDA has seen.


Sr. Accounts Officer

PRESCRIBED FORMAT

1. Maintenance of Building

- a) Nature of work required to be taken
- b) Whether MES authorities have been approached to carry out repair work or not
If yes, vide letter No. date.....
- c) Whether assisted manpower (Daftry/Sweeper/MTS) has been allotted or not.
- d) Whether accommodation is having proper sanitation facilities or not

2. Accommodation and Mess Facilities

- a) Whether DAD employees have been allotted accommodation as per entitlement or not
- b) Is there any problem in Mess facilities provided by executive authorities in remote areas or not.
- c) Drinking facilities available or not.